



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



November 21, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**AMENDMENT TO INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER
AGREEMENT (ITSSMA) WORK ORDERS N7E-0077 AND N7E-0071 FOR
TECHNICAL CONSULTING SERVICES FOR THE LOS ANGELES COUNTY
SHERIFF'S DEPARTMENT'S CUSTODY AUTOMATION PROJECTS**

This letter is to notify your Board of our intent to request the Internal Services Department (ISD) to extend ITSSMA Work Orders N7E-0077 with Carr Consulting and N7E-0071 with CF Systems from December 31, 2007, through December 31, 2008, and add \$240,000 and \$150,000 respectively to bring the new project total to \$988,000. In accordance with the ITSSMA's guidelines, prior Board notice is required for projects that exceed \$300,000.

BACKGROUND

The Los Angeles Sheriff's Department (Department) has undertaken a multi-year initiative to improve information technology support to its Custody Divisions. Several system projects have already been developed and placed into production. However, there are major projects still under development including, but not limited to, the remaining phases of the Jail Information Management System (JIMS), enhancements to the Jail Health Information System (JHIS), Automated Visitation project (AVTV), Offender Monitoring project (LACOMS), and the Employee Scheduling System (AESS). All of these new and enhanced systems are planned for continued development during the 2008 calendar year.

The JIMS is a mission critical application to replace the antiquated mainframe system, Automated Justice Information System (AJIS). This system handles the booking of arrestees for most law enforcement agencies in the County and also supports inmate management for the Department. Only Phase 1 of the JIMS has been implemented. Development of Phase 2 is planned to begin in the first quarter of 2008.

A Tradition of Service

The JHIS has been successfully implemented and is in full production. However, several small enhancement projects are planned to further improve the delivery of health care services to the inmate population. The other systems identified, AVTV, LACOMS, and AESS are Custody priority applications in the project initiation stage. All involve the use of Commercial-Off-The-Shelf (COTS) application software packages that will be procured through the Request for Proposal (RFP) and competitive bid process.

These ITSSMA Work Orders provide for continued technical consulting services on a time and materials basis in the planning, defining, designing, and monitoring of the development and implementation of these Custody applications during the remainder of 2007 and throughout 2008. The JIMS Phase 2 application is large and complex and will require three to four years to fully implement. Consequently, additional extensions to these Work Orders after 2008 will likely be required.

SCOPE OF WORK

There is the continued need for specialized expertise and technical consulting services to support the development of these complex applications. Carr Consulting and CF Systems (Consultants) will assist in the documentation of business problems and the development of solicitation documents such as Requests for Information (RFI) and Requests for Proposals (RFP). Additionally, the Consultants will support strategic planning, software acquisition, contract negotiations, application and technical architecture development, quality assurance, and implementation of jail systems. Major tasks to be accomplished under the amended work orders include:

- (1) **Project initiation and software acquisition:**
Assist in the preparation of RFPs, RFIs, IFBs, and other solicitation documents in support of the acquisition of hardware, software, and services for Custody Automation projects.
- (2) **Review and quality assurance of project deliverables:**
Work with the Department's Data Systems Bureau (DSB), Custody Divisions, and application software vendors to review, from a quality assurance perspective, the definition, scope, description, and analysis of key deliverables. The results of these quality assurance reviews are documented and feedback will be provided to DSB and Custody management.
- (3) **Application and technical architecture definition:**
Assist the Department in the development of application and technical architecture for the jail projects, including hardware, software, and network requirements, to support project development and implementation. In coordination with the vendors and the Department's DSB staff, evaluation of hardware and software alternatives is conducted as a component of this task.

JUSTIFICATION

The Custody Automation projects are complex and require specialized external resources to augment the Department's technical capabilities. The consultant services provide experienced professionals with technical expertise in the target computing environment and extensive experience with jail and other criminal justice systems. This outside resource is important to ensure that these projects, as identified in the Business Automation Plan, result in more comprehensive and effective jail information systems, all of which reduce risk and liability to the County. The Consultants have the appropriate expertise to assist with the Custody Automation projects earmarked for initiation in 2008. External expertise is required to provide project planning, identify user requirements, define technical architecture, and prepare and evaluate RFPs in relation to the new justice system projects previously mentioned. The Chief Information Office will work with the ITSSMA Consultants and the Department's DSB to plan for knowledge transfer and training of the Department's staff to begin phasing out their reliance on these ITSSMA contractors beyond 2008.

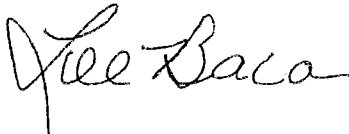
Funding under the current Work Orders will last only through November 2007. These Amendments allow for additional hours on a time and materials basis to provide the necessary technical consulting services under the auspices of the Department's Project Director. It will also extend the Work Orders through the 2008 calendar year.

FISCAL IMPACT

The Consultants' hourly rate will remain the same through the Amendment period. The additional funds of \$390,000 combined with the original amount of \$598,000 create a new total project amount of \$988,000, which is within the scope of the Department's Business Automation Plan, and is included in the Sheriff's Fiscal Year 2007-08 budget.

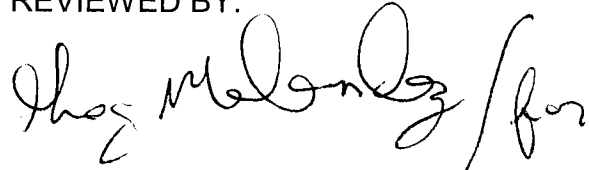
There is a two-week time frame from the date of this notice for Board review and comment. If none is received, the Department will notify ISD to proceed with the Amendment. If there are any questions regarding this matter, please contact Lieutenant Rick Myers at (562) 345-4188.

Sincerely,



LEROY D. BACA
SHERIFF

REVIEWED BY:



JON W. FULLINWIDER
CHIEF INFORMATION OFFICER